

Employee Orientation Program Feedback

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From: WESTFALL, DAVID J. (JSC-LE) (NASA)
Sent: Thursday, October 14, 2004 10:08 AM
To: STEWART, MICHAEL P. (JSC-AH13) (NASA)
Subject: New Employee Orientation - Input

Mike;

Here are some further input/comments on New Employee Orientation that you will be implementing in January. First, I think it's absolutely fabulous that we taking the initiative to set up a formal orientation process for new employees. I would like to make the following suggestions:

1. There needs to be more face-to-face contact from HR with new employees to discuss and council them on the **NASA TSP/FERS, benefits**, and especially **health/life insurance**. Just merely pointing them to a website is not entirely effective with new folks. They are often somewhat confused, overloaded with info already, and I feel they need someone in HR should discuss these items with them in more personable way to help guide their entrance and transition into a government career in a more friendly and effective way. I say this because there is a tendency these days for everybody to simply say "go to the website to find this out".
2. HR also needs to include following topics in the orientation: (a) EEO overview, representatives, and the process, (b) discrimination and workplace violence, (c) basic government ethics, (d) outside work approval requirment, the Hatch Act and FOIA requests, (e) basic time and attendance procedures (WebTads, charge codes, core work hours, etc)

Hope this is of some value to you all.

Thanks - looks like you all are doing a great job!